



NEW HIRE PROCESS

Due to the current system configuration, new hire actions cannot be processed in workflow. For this reason, personnel action requests (PARs) for new hires must be created and processed in the HR offices. To ensure all necessary authorizations / approvals are obtained and documented prior to the PAR being processed, the administrative/ management offices will use the EHRP Recruit workflow functionality as described in Step 1 below. Please note that this Step is separate from that of the PAR action which will be processed by HR, and there is no link between the Recruit Request and the PAR. The Recruit Request should be closed out before the PAR is created.

*Note: This job aid describes the **flow** of the new hire process from the Administrative / Management Office, to HR Operations, and to the HR & Payroll Solutions Branch (HRPSB).*

1. Administrative / Management Staff

1. Create request using Recruit workflow

Go to: Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition

2. Provide the following information in comments section of request:

- a. Employee Name
- b. Position Title, Pay Plan, Series, Grade
- c. Administrative Code and Organization Name
- d. Proposed Effective Date

(Also see 'Create a Job Requisition' job aid at <http://nbrss.nih.gov/pdf/JobReq4Adm.pdf>)

3. Route request as appropriate to obtain authorizations and approval

4. Change Work-in-Progress status to "SIG"

5. Click on 'Save' button

6. Provide HR Operations with necessary paperwork to process appropriate personnel action



2. HR Operations

1. Access RECRUIT REQUEST via worklist

Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on 'Worklist' link from top menu bar)

2. Review and update request as needed

3. Change Work-in-Progress status to "REV"

4. Click on 'Save' button

5. Create Hire PAR

Go to: Home > Administer Workforce > Administer Workforce (USF) > Use > Hire

***NOTE:** When creating this PAR you will be required to enter an SSN / National ID. If after entering the SSN / National ID you receive the error message, "*National ID XXXXXXXXXX is already used for employee...*" **DO NOT IGNORE THIS MESSAGE.** This means a record for this employee already exists and you should take the appropriate action (e.g., if this is a second appointment, process as a Concurrent Hire)

6. Complete PAR as appropriate. REMEMBER TO:

- Enter education information under the 'Education Details' hyperlink of the 'Personal Data' page before changing the PAR Status to "INI"
- Enter 'WGI Due Date' on the 'Employment 1' page
- Enter the Benefits Record Number (Appointment Number) under the 'Benefits/FEHB Data' hyperlink of the 'Job' page if the appointment is for pay plan ED, EE, EI, EH, EF, or EG

7. Change PAR/WIP Status to "INI" BEFORE Saving

8. Click on 'Save' button

9. Notify your HRPSB contact via e-mail that Hire PAR has been created

10. Forward OPF with paperwork to HRPSB

11. Access RECRUIT REQUEST (**NOT PAR**) via worklist

Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on 'Worklist' link from top menu bar)

12. Change Work-in-Progress status of RECRUIT REQUEST (**NOT PAR**) to "PRO"

13. Click on 'Save' button



3. HR & Payroll Solutions Branch (HRPSB)

1. Access PAR via menu path:

Go to: *Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing*

2. Using correction mode, review and update PAR as needed

3. Change PAR/WIP status to "PRO"

4. Click on 'Save' button

5. Create Address PAR (9995 NOAC)


Go to: *Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing*

***Note:** Effective date should be the same as Hire effective date

6. Click on 'Save' button


7. Enroll in Benefit Program - GVT

Go to: *Home > Compensate Employees > Administer Base Benefits > Use > Benefit Program Participation*

- Enter the Effective Date = Hire effective date
- Enter Benefit Program = 'GVT'
- Click on 'Save' button 


8. Enter Leave Plans

Go to: *Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans*

- Enter Plan Type = 50 (sick)
- Enter Coverage Election
- Enter Effective Date = Hire effective date
- Enter Benefit Plan
- Click the *plus (+)* sign to add a new row of data in the Plan Type box
- Enter Plan Type = 51 (annual)
- Repeat steps b thru d
- Click on 'Save' button 

9. Enter TSP Information


Go to: *Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans*

- Enter Coverage Begin Date and TSP Status Date (same hire effective date)
- Select the Appropriate TSP Status Code
- Select 'Waive' for Participation Election
- Click on 'Save' button 

10. Enter Retirement Information

***Note:** If employee is a CSRS employee, skip this step (#8)

Go to: *Home > Compensate Employees > Administer Base Benefits > Use > Retirement Plans*

- Enter the Deduction Begin Date (same as Hire effective date)
- Enter FERS Conversion Date
- Enter Benefit Participation Election
- Enter Benefit Plan
- Click on 'Save' button 

End